

## APPENDIX B—USDA CPIC PROCESS CHECKLIST

### *Pre-Select Phase—What are the business needs for the investments?*

- The Agency Head identifies a Project Sponsor.
- The Functional Manager conducts a mission analysis.
- The Functional Manager develops the investment's concept.
- The Functional Manager prepares the preliminary business case.
- The Functional Manager and the Agency Sponsor prepare the annual investment review submission package.
- The Agency Head reviews and approves the investment submission.
- The OCIO reviews the initiative and recommends an appropriate action to the E-Board.
- The E-Board makes the final investment decisions.

### *Select Phase—How do you know you have selected the best investments?*

- The Functional Manager reviews and updates the Mission Needs Statement.
- The Agency Head selects a qualified Project Manager (if not done in the pre-select phase).
- The Agency Head approves IPT membership.
- The Project Sponsor identifies the funding source(s) and obtains agency approvals.
- The Project Sponsor develops supporting materials for major investments.
- The Project Sponsor prepares the investment review submission.
- The Agency Head reviews and approves the investment submission.
- The OCIO reviews the initiative and recommends an appropriate action to the E-Board.
- The E-Board makes the final investment decisions.

### *Control Phase—What are you doing to ensure that the investments will deliver the benefits projected?*

- The Project Sponsor establishes and maintains initiative and security costs, schedule, and technical baselines.
- The Project Sponsor maintains current initiative and security costs, schedule, technical, and general status information.
- The Project Sponsor, IPT, and Agency Sponsor assess the initiative's progress against performance measures.
- The Project Sponsor prepares the annual investment review submission package.
- The Agency Head reviews and approves the investment submission.
- The OCIO reviews the initiative and recommends an appropriate action to the E-Board.
- The OCIO monitors earned values management metrics to ensure that the project is on-budget and on-schedule.
- The E-Board makes final investment decisions.
- The OCIO works with the Project Sponsor to develop solutions to identified issues.

*Evaluate Phase—Based on your evaluation, did the investments deliver what you expected?*

- The Project Sponsor conducts a PIR and presents results to the OCIO and E-Board.
- The Project Sponsor prepares the annual investment review submission package.
- The Agency Head reviews and approves the investment submission.
- The OCIO reviews and assesses the PIR results and recommends an appropriate action to the E-Board.
- The E-Board makes final investment decisions.
- The agency, OCIO and E-Board evaluate the IT capital investment management process.

*Steady State Phase—Do the investments still cost-effectively support requirements?*

- The Project Sponsor and the Agency Sponsor analyze the mission.
- The Project Sponsor assesses user/customer satisfaction.
- The Project Sponsor conducts a technology assessment.
- The Project Sponsor and the Agency Sponsor review O&M costs.
- The Project Sponsor prepares the annual investment review submission package.
- The Agency Head reviews and approves the investment submission.
- The OCIO reviews the initiative and recommends an appropriate action to the E-Board.
- The E-Board makes final investment decisions.